



Faculty/Staff Guide to Information Systems

Welcome!

This guide is intended to give you computing and printing information that you'll need as a UConn Law Faculty or Staff member.

Need help? Contact the Law Help Desk:

Location: Library 234

Website www.law.uconn.edu/infosys

Email lawhelpdesk@uconn.edu

Phone: (860) 570-5158

For assistance with your NetID or PeopleSoft account:

NetID: (860) 486-4357

PeopleSoft: (860) 570-5136

Computer Accounts

LawID

Also known as your Law School network account, this account allows you to access your office computer and in general, any school computer on-campus. Once logged in, you will be able to access the Windows network, your network and shared folders and print to networked printers. Your username is the first letter of your first name, followed by seven letters from your last name (*for example, "jsmith"*). Contact the Law School HelpDesk if you need a password reset.

LawID Username:

LawID Password:

EMail

Your LawMail address generally has the format *firstname.lastname@uconn.edu*

UConn EMail Address:

+ Using Outlook

Outlook is a very useful tool: it includes an address book, calendar functions, to-do lists, as well as many email features. Click the desktop shortcut for Outlook to access your email. Setup and faqs are available at <http://mail.exchange.uconn.edu/>

+ Using the Web (OWA-Outlook Web Access)

<https://exchange.uconn.edu/owa>

The Information Systems home page has a login box for web access to the Law School email system. Your username is your full name (*for example, "john smith"*) with a space between your first and last name.

When you are done using email via the web, please be sure to quit the browser to log out completely.

NetID

<http://netid.uconn.edu>

Your NetID or Network ID is an account managed at the Storrs main campus. A NetID is required to access parts of the LawSchool website (such as pages that require authentication and research databases). In addition, you will need this account if you want to connect to the wired or wireless network at school using your laptop. Your NetID username has three letters followed by five numbers (*for example, "abc02003"*). If you need to reset your NetID password, contact the Storrs HelpDesk at 860-486-4357.

NetID Username:

NetID Password:

Peoplesoft/StudentAdmin

<http://www.studentadmin.uconn.edu>

The Student Administration system allows you to access class rosters, enrollment numbers, student data and other information. Use your NetID to access Peoplesoft. For questions regarding Peoplesoft, contact the Registrar's Office at 860-570-5136.

Westlaw/TWEN

<http://lawschool.westlaw.com>

For questions, contact the Library Reference Desk (refdesk@law.uconn.edu) or our Westlaw representative Holly Rush(Holly.Rush@thomsonreuters.com)

Lexis

<http://www.lexis.com/research/lawschool>

For questions, contact the Library Reference Desk (refdesk@law.uconn.edu) or our Lexis representative Meredith Shuman: meredith.shuman@lexisnexis.com

Communication

UConn EMail

UConn EMail is the local and official electronic mail system at UConn Law.

Mailboxes have size limits. If you let all your mail accumulate in your inbox, you will eventually start to get warning messages from the system. At a certain size, your mailbox will no longer be able to send or receive mail. Any items in your Inbox, your Sent Items, your Deleted Items, your Calendar, or your mail folders will count towards your mailbox size.

It is the size of the messages, not the number of messages that is the issue; files attached to email messages can be a problem. The best way to manage your mailbox size is by either deleting messages regularly, or by moving messages to an archive. Contact us if you need help setting up your archive.

Whenever possible, provide a link to a document rather than sending the document itself. You may use the University's Dropbox available at <http://dropbox.uconn.edu>

Mailing Lists

There are a number of email lists available at UConn Law to facilitate communication with particular groups and to support the delivery of specific content. Most of these lists are available from the directory in Outlook but a few require an email address.

+ Faculty List (LAW – Faculty): Includes members of the Law School Faculty and as well as administrators and directors. The Faculty list is available in the UConn Directory through Outlook and the Outlook web interface.

+ Staff List (LAW – Staff): Contains all staff members of UConn Law. The Staff list is available in the UConn Directory through Outlook and the Outlook web interface.

+ Students List: Contains the email addresses of the entire student body. The Students list is available in the UConnLaw Directory through Lotus Notes and the LawMail web interface.

+ Cohort Lists:

Students are also subscribed at the beginning of each academic year to a list according to their division and class level. This list is for official communications that pertain to their cohort. The Cohort lists are available in the UConnLaw Faculty/Staff portal at <http://www.law.uconn.edu/portal/faculty-staff/information-technology>

+ TWEN

All courses taught at the Law School have a TWEN site automatically created for that course. TWEN is a course management system which provides multiple tools such as email and the ability to post files and materials.

Every section of every course has a TWEN web page. Instructors and faculty support staff are automatically added to the TWEN course. It is the Students' responsibility to add course to their TWEN profile.

To access TWEN, use your Westlaw account at <http://lawschool.westlaw.com/twen/>

+ Community List: LAW_SCHOOL_COMMUNITY-L@LISTSERV.UCONN.EDU

The community list provides a mechanism for discussions of interest to the community, which are not official communications. You may subscribe or unsubscribe to this list at any time.

Office Equipment

Office Computer

Your workstation is an important tool for your work. You should feel free to customize it: change mouse settings, create whatever folder structures you feel are useful. Everyone has different preferences for their work! Please remember, though, that it is a University-owned machine, and that if there is some major problem with it, we will set it back to the 'standard configuration.'

Desktop workstations run a variety of popular software, including:

- Microsoft Office, including Word, Excel, Outlook and PowerPoint
- WordPerfect
- Firefox and Internet Explorer

Your department may also have specialized software installed on your workstation.

Saving Files

You are provided with network folders where you may store documents. A home folder is available via the H: drive and is only available to you. Shared department folders are available in the L: drive. Network folders are backed up daily.

Saving files in your network folder is the simplest way to back up your files. You can either work directly from the files in your network folder, or you can just put a copy of documents you want to back up into your network folder on a regular basis.

In addition, you may access your network folder remotely using a web browser. For more information and detailed instructions, go to <http://www.law.uconn.edu/portal/faculty-staff/information-technology>

Printing

There are a number of high-speed laser networked printers available on-campus to support the need for printing. Your office computer is setup to print to the printers closer to your office. Many of these devices print a banner page with your login name to assist in finding your print job.

Phones

Our phones are on a local exchange with the 570 prefix. Simply dial the last 4 digits of any 570 number.

On-campus numbers are listed on the web at: <http://www.law.uconn.edu/about/faculty-staff-directory>

To call an off-campus number, dial 8 first, then the number you wish to call.

To check your voicemail, dial 8-860-947-1191

For any issues or questions about your phone service, please contact the Dean's office at x5130.

Classroom Technology & Circulating Equipment

We can help you with your presentation, whether you need a podium with a microphone, PowerPoint projection, or any other specific need. Please let us know as soon as possible about your presentational technology needs; some of our rooms have built-in technology, while others require set-up beforehand.

In addition, the Library Circulation Desk has some equipment available for class presentations, such as laptops and projectors.

Laptops & Network Access

Before you can connect your laptop to the Law School network, either wired or wireless, there is a network registration process to complete and your NetID will be required. Please let us know if you need assistance connecting your laptop to the Law School network.

Wired Network

The University requires all systems to be registered once a year before accessing the wired network. The first time you connect your system to the network, you will be prompted for your NetID and password when opening a Web browser.

Wireless Network

Wireless access points are available in most public areas at the Law School. There are two wireless networks:

- + **UConn-Secure:** The preferred network for all NetID users as it provides authentication, encryption and equal access to resources as wired networks. UConn-Secure requires some configuration steps before it can be accessed.
- + **UConn-Guest:** An open/unsecured wireless network for guests. Access to University resources is limited on this network as it is intended for guest and/or casual use. No configuration needed.

For configuration guides and more information go to <http://wireless.uconn.edu>

Laptop Maintenance

Laptops that do not meet the following maintenance and hygiene requirements may be blocked from access since such machines may compromise the security and function of the network.

+ Windows Updates

All Windows laptops accessing the Law School network must have fully updated systems.

<http://windowsupdate.microsoft.com/>

+ Anti-virus

All laptops accessing the Law School network must be running anti-virus software using current virus definitions. Free options are available. For more information go to

<http://antivirus.uconn.edu>

Computing Labs & Public Computers

Two computing labs on the 2nd floor of the Library provide 15 workstations for use by the Law School community for research, writing, and communication. You must use your network credentials (Law ID) to access lab computers. If you do not log out when you finish, any email sent or printing done under your login will be considered to have been authorized by you.

Hours

The labs open when the Library opens, and close 15 minutes prior to the Library closing time.

Software

Lab workstations run the Microsoft Office suite, WordPerfect and have internet access. These workstations can access all Law School and Library licensed online resources.

Storage

Do not save documents on the hard drive of a lab computer: they will be erased when the computer is restarted. You may save to a CD, or to a USB memory device. Storage media are available for purchase at the bookstore.

Public Computers

Twelve workstations are distributed within the Library for research using the Library catalog or online resources.

Technical Support

For Technical Assistance, contact the Law School Computer Help Desk

+ Email: lawhelpdesk@uconn.edu

+ By phone: (860) 570-5158

+ In person: walk in to the HelpDesk office (LIB234)

+ Help Desk webpage for FAQ's and self-help documentation:

<http://www.law.uconn.edu/portal/faculty-staff/information-technology>